

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Payroll Clerk

POSITION NUMBER: ON GOING

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School diploma or GED equivalent required. * (Copy of document must be submitted with application)
 - ☐ Minimum of one quarter college bookkeeping or accounting course at accredited college.
- *If applicant does not meet this requirement, employer will allow 12-months from date of hire to meet this job requirement, as a condition of employment.

SKILLS:

- ☐ Ten-key by touch. (Test required)
- ☐ Must have excellent math skills. (Test required)
- ☐ Must have excellent verbal and written communication skills.
- ☐ Must be computer literate using ADP or Infinium preferred.
- ☐ Ability to follow written and verbal instructions.

EXPERIENCE:

- ☐ Minimum of six (6) months customer service experience.
- ☐ Minimum of six (6) months working experience using Microsoft Word and Excel.
- ☐ Minimum of one (1) year experience in a Payroll Department, preferred.

OTHER REQUIREMENTS:

- ☐ Ability to maintain confidentiality of records and information.
- ☐ Must successfully complete and pass the test required for an APA Payroll Training Program within probationary period.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class A certification, and be licensed, with the Washington State Gambling Commission and the Tulalip Tribal Gaming Agency.
- ☐ Must be available to work any shift assigned days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with Tulalip Tribes and/or other entities.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for operation of personal computer or routine paperwork.
- ☐ Ability to sit for extended length of time.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Tolerance to be exposed to computer screens for extended periods of time.
- ☐ Ability to climb stairs on a frequent basis.

Tribal Department: Finance

Employee Classification: Non-exempt

Job Summary: Maintains books, ledgers, accounts, etc. for casino payroll. Prepares and processes payroll checks.

Employee Reports To: Payroll Supervisor or designee

Extent of Job Authority: Performs payroll related activities in a timely manner in accordance with Tribal and generally accepted accounting practices, policies and procedures.

Specific Duties Performed:

1. Maintains daily Time & Attendance records, reports, and transfers information to payroll system.
2. Assists departments with Time & Attendance issues and training.
3. Timely completion of processing of payroll checks in accordance with current policies.
4. Responsible for payment and records of employee benefits.
5. Responsible for the timely transfer of inter-company deduction payments withdrawn from employee paychecks.
6. Maintains journals on employee advances (draws).
7. Posts and monitors employee leave files.
8. Maintains ledgers on all hand cut payroll checks.
9. File and/or scan any supporting documentation as needed.
10. Performs other duties as deemed necessary or requested.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$15.43 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**